

State of Kansas - Bid Document Deliverable Checklist

Department of Administration, OFPM – DCC

This list represents the items required to be submitted to DCC for the purposes of bidding a project. If any item on this list is not met, it may delay the bidding of the project. Consult the Building Design and Construction Manual Part A – Chapter 6 for more detailed instructions. This list form be completed by DCC staff as part of their review of the project. NA indicates not applicable to this project.

DCC Project Number: _____ Date: _____
Agency: _____ Building name and title of work: _____
DCC Project A/E: _____ DCC Inspector: _____
Agency (Owner) contact: _____
Project Architect: _____
Project Engineer: _____
Additional contacts: _____

Budget amount: _____

Sales Tax: ☐ Not-Exempt from certain sales tax. ☐ Exempt from sales tax (Owner to provide exemption certificate).

Bid Date: _____

Pre-bid Date & Time: _____ Pre-Bid Location: _____

Met (Initial)	Not Met	General items
_____	_____	1 An approved code footprint, signed by all parties, is on file at DCC.
_____	_____	2 Project architect/engineer has completed Energy Efficiency Performance Standard attestation
_____	_____	3 Project title is consistent with Form 935 – DCC Project number / Data Request
Format Items – Drawings		
_____	_____	4 Electronic submittal requirements (Electronic copies are to be from a scan of the printed Mylar®/vellum copy.) *
		_____ All electronic .pdf deliverables are on one (1) CD/DVD. (Drawings to be in their own folder on the CD/DVD.) *
		_____ Each drawing sheet is its own .PDF document. *
		_____ Drawing file titles with a 3-digit numerical prefix (beginning with 001) *
		_____ The drawing file includes the sheet number and a brief description of the sheet content. *
		_____ Drawing files are titled in the numerical order the project architect/engineer intends the drawing set to be displayed. *
_____	_____	5 Printed copy requirements – Printed copy is on Mylar®/vellum. (Bond submissions not allowed except Board of Regent projects can be a bond copy with transmittal indicating Mylar®/vellum delivered to the Regent institution.)
_____	_____	6 Title Block contains:
		_____ Project Title _____ D CC Project number _____ Building number _____ State Agency
		_____ Primary consultants name/discipline _____ AE seal, signed, dated & readable of the intended size of drawing
_____	_____	7 Drawing index to match drawing names on title block and on cover sheet or first sheet of documents.
Format Items – Specifications		
_____	_____	8 Form 305 - Specification Front End Data Form is provided and completely filled out. *
_____	_____	9 Technical specifications and all other information listed below are submitted in .PDF format. (Specifications are to be in their own folder on the CD / DVD) *
_____	_____	10 Each electronic technical specification Division with applicable Sections are bundled as one (1) .PDF file per specification Division. *
_____	_____	11 Each electronic specification section file and all other informational files, created by the project architect/engineer are numbered in the order the project architect/engineer intends the information to be displayed, and a 3-digit numerical prefix and title (001 and 004 are reserved for DCC). *
_____	_____	12 One page (or separate pages) with the project title, DCC project number, agency name and each professional's seal, signed and dated. These sheets are to be one .PDF and begin with the number 002-. *
_____	_____	13 A completed Table of Contents prepared in.DOC/DOCX format, listed in the order shown on the Table of Contents template. (this will be numbered 003) *
_____	_____	14 Division 1 sections (file named 005), edited and formatted as supplements to DCC Documents A-I & DCC Division 1 are submitted in .pdf format. *

Met (Initial)	Not Met	
_____	_____	15 Actual #of pages in spec sections correspond with the Table of Contents number of pages. **
_____	_____	16 Drawing sheet index, if provided in Division 01 specifications, is to match titles in drawing title blocks.
Technical Review		
_____	_____	17 Alternates and unit prices are designated with whole numbers, without subsets. (Example: Alt. 1, Alt. 2, Alt. 3, etc.)
_____	_____	18 Each alternate is mutually exclusive from all other alternates and described as such on the appropriate drawing sheet and specification section.
_____	_____	19 Full descriptions of alternates, unit prices and allowances are included in the project architect/engineer's Division 1 section.
_____	_____	20 If the project's funding source (i.e. federal funds) that requires additional or non-standard procedures and/or forms beyond State of Kansas requirements, a separate sheet is to be attached to the above document identifying and specifying the agency's procedures.
_____	_____	21 Document details correspond with code requirements on Code Footprint.(not applicable if code footprint not required)
_____	_____	22 Construction separation in occupied buildings and temporary egress is shown.
Accessibility Review		
_____	_____	23 Path of travel
_____	_____	24 Site/parking
_____	_____	25 Accessible routes (exterior/interior) including building access, stair/elevator, doors
_____	_____	26 Protruding objects
_____	_____	27 Toilet/shower rooms
_____	_____	28 Alarms
_____	_____	29 Counters/storage
_____	_____	30 Special occupancy requirements
Code Review		
_____	_____	31 Special use or occupancy requirements
_____	_____	32 Details comply with construction type
_____	_____	33 Details for rated walls (interior/exterior), horizontal assemblies, penetrations, joint systems, openings, duct and air transfer openings, concealed spaces
_____	_____	34 Interior finishes and Environment (including glass/glazing and plastics (foam insulation)
_____	_____	35 Sprinkler
_____	_____	36 Standpipe
_____	_____	37 Fire Alarm
_____	_____	38 Smoke Control or Smoke Heat Vents
_____	_____	39 Means of egress – width, illumination, doors (including hardware), stairs, vertical exit enclosures, exit signs, handrails/guards, corridors, exterior ramps/stairs, exit discharge, assembly requirements, emergency escape and rescue
_____	_____	40 Roof
_____	_____	41 Structural load performance criteria indicated
_____	_____	42 Electrical
_____	_____	43 Mechanical
_____	_____	44 Plumbing
_____	_____	45 Elevators

* Document Management Section to obtain for DCC design section documents.

** Document Management Section to obtain for all projects.